

NEVADA DIVISION OF STATE PARKS
POLICY ADMINISTRATIVE MANUAL

Policy No. 20-10
Reference No. NRS 293.463 and
NAC 284.586
Administrator SIGNED
Admin. Signature Date 3/25/02
DCNR SIGNED Date 3/21/02
Reviewed On _____

PERSONNEL
Civil Leave to Vote

POLICY: Employee will be provided civil leave time off to vote when conditions prevent them from voting before or after regular scheduled work hours

PURPOSE: To clarify when to use civil leave to vote during political elections and to encourage staff to vote.

PROCEDURE:

NAC 284.586 provides for civil leave with pay to vote, subject to the conditions established by statute. NRS 293.463 allows employees who are registered voters to be absent to vote as follows:

- I. It must be shown to be impractical to vote before or after work.
- II. The leave must be requested in advance ("prior to the day of the election").
- III. The leave must be taken at a time designated by the employer.
- IV. The statute gives maximum leave time guidelines:
 - A. If the distance between the place of employment and the polling place is 2 miles or less, 1 hour.
 - B. If the distance is more than 2 miles but not more than 10 miles, 2 hours.
 - C. If the distance is more than 10 miles, 3 hours.

RULES:

When needed, civil leave to vote will be authorized by the immediate supervisor. Since polls are open from 7:00 a.m. until 7:00 p.m. and agency hours are normally from 8:00 a.m. until 5:00 p.m., it is normally practical to vote before or after work. It is also possible to vote early, if that is more practical.